



Student discount and exemption application

Please fill in this form to apply for a **student discount or** and send it to:

Local Taxation Service
PO Box 303
Witney
OX28 IWP

Date:

Council tax bill number:

Details of applicant	
Name	
Address and postcode	
Contact telephone number	
Email address	

A student aged 18 years or over who is resident in the household may entitle you to a discount. If the property is wholly occupied by students the property will be exempt from Council Tax.

Someone qualifies as a student if he or she is:

- On a full-time course of **higher education** i.e. attending a university or college course which lasts for at least an academic year, takes at least 24 weeks a year and involves at least 21 hours of study per week during term-time;
- On a qualifying course of **further education** i.e. under 20 years old, following a course which lasts more than three months and at least 12 hours per week for any qualification up to A level, ONC or OND standard. (Correspondence courses, evening classes, or courses taken up with a person's job, such as day release, are not included);
- Registered as a foreign language assistant with the Central Bureau for Educational Visits and Exchanges. (Overseas students, including a spouse/dependant who is not a UK Citizen and who is prevented from taking paid employment or from claiming benefits, can qualify in the same way as home students.)

About the household

How many people aged 18 years or over including yourself live in the household?	
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About the student tenancy (complete only if applicable)

What date did you tenancy start?		
What date did you move in?		
What date does the tenancy end?		
Is the property let furnished?	Yes	No
What is the name of your landlord?		
What is the address of your landlord?		
What is your landlord's telephone number		

Please tell us about all the students in the household

Full name	Date of birth	Name and address of the educational establishment and course being undertaken	Further or higher education	Course start and end dates
				Start End
				Start End
				Start End
				Start End
				Start End

About documentary evidence

Please enclose documentary evidence of student status in the form of a certificate obtained from the Educational Institution. (Please note that your application cannot be considered without this.)

Declaration

I accept it is **my** responsibility to let the local taxation service at West Oxfordshire District Council know within 21 days, of **all** changes that may affect the Council Tax, even if a further discount or exemption is applicable.

The information given on this form is correct, to the best of my knowledge. Providing false information may lead to prosecution under the Fraud Act 2006.

Your signature..... Date.....

The Council are the Data Controllers for the purposes of the Data Protection Legislation. We will only use your personal information in accordance with the Legislation and for the purposes of the Revenues & Benefits. We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.